



Embassy of the United States of America

Guatemala City, Guatemala
September 2, 2009

Dear Prospective Offeror/Quoter:

RFQ SGT50009Q0056

The American Embassy/NAS is requesting for a contractor to provide Renting Services of photocopiers and multifunctional machines (Photocopier, printer and scanner). You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, fill out items 8,11,12,13,14,15,16 and submit your quotation. Return the completed SF-18 to the address shown in item 9 of the SF-18 by 09/16/2009 17:00 pm hrs with attention to: Wagner Lam or by E-mail at LamW@state.gov
Hrs. Oral quotations will not be accepted.

Sincerely,

Cheryl Moore
Contracting Officer

